

Revised: 19 September 1962

NIS Chapter VII
Supplementary Instructions No. 2
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OUTSTANDING PERSONALITIES

Content and Style of Presentation

1. Include only truly outstanding people, not all who have published a scientific or technical article -- or even a research paper. No individual ought to receive more than 20 typed lines; most notes should be about half that long. Points a through f must always be covered to the extent they are applicable; the coverage of other points is desirable but not essential. Use phrases and clauses rather than complete sentences, but do not abbreviate.
2. Arrange names in alphabetical order by surname, indent 5 spaces, and give:
 - a. Surname in caps (as spelled by the individual himself) followed by a comma.
 - b. Other names and initials, comma.
 - c. Academic and/or other titles, space, 2 hyphens, space.
 - d. Field of specialization, period; if item "e" is included, substitute a semi-colon for the period.
 - e. Very brief evaluation of professional stature if exceptionally outstanding, period.
 - f. Present or last reported professional position with years of employment (to the extent known), period.
 - g. Very recent important positions in other countries (if any), with years of employment for each, if possible, period.
 - h. Most significant honors received with years, period.
 - i. Service on high-level advisory and planning committees with years, period.
 - j. Significant contributions made or outstanding papers presented at international conferences, period.
 - k. Most important current research projects conducted, period.
 - l. Year of birth, period, add place of birth if individual is not native born.

C-O-N-F-I-D-E-N-T-I-A-A-L

GROUP 1
Excluded from automatic
downgrading and
declassification

C-O-N-F-I-D-E-N-T-I-A-L

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3. FORMAT (to permit insertion in NIS Section 76 without retyping):
 - a. Legal size paper
 - b. Triple spacing
 - c. Original on bond and 4 carbons
 - d. Sources to be listed on separate sheets of paper than monograph write-ups.
 - e. Each page or monograph to have following data at top of page:

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